



SUBMITTING PROJECTS ONLINE

CREATIVE WRITING & EXPERIMENTAL RESEARCH

Creative Writing and Experimental Research projects are to be submitted online.

The instructions below detail the process for this.

FILE TYPES

Doc Docx PDF Jpeg mp4 mov avi

Maximum file size cannot exceed 50MB

TIP

If your files are too large, this may take longer to load. Please review the files you have before-hand and compress/save as minimum size for uploading. Or copy and save a **link of your document** from an online platform, e.g. Google Drive, Vimeo, YouTube etc. **to a word document.**

STEP 1: A

Do not use " or ' and other special characters

Save and name your documents using the following format

Individual entry: STAV_SurnameFirstname_title_entrycode

Example:

STAV_SmithJohn_Sustainability_MW-1-348

Group entry: STAV_SurnameFirstname_SurnameFirstname_title_entrycode

Example:

STAV_SmithJohn_WangMark_Sustainability_MW-2-348

STEP 1: B

If you have more than one file

If Entry Face sheet is separate, then save as:

FaceSheet_SmithJohn_Sustainability_MW-1-348

If a student has given you a separate appendix:

STAV_SmithJohn_Sustainability_MW-1-348_Appendix1

STEP 2

LOG IN ONLINE

Go to Registration portal

www.stav.vic.edu.au/sts/login

Log in with your username (email) and password you set up earlier.

STEP 3

Select '**View all entries**'

For **Experimental Research** and **Creative Writing** projects:

Select '**Add Files**'

STEP 4

Upload files

Choose File – select from your drive – then tap on **UPDATE ENTRY**

Choose File | No file chosen

UPDATE ENTRY You must click this button after completing each entry.

STEP 5

Reviewing files you have submitted

Select '**Add Files**' for the relevant project.

Files will be listed above one of the '**Choose File**' buttons

Deadline: 6pm 19th JULY

Please follow this deadline as we need to allocate entries to judges for evaluation